

**OPERATIONS ASSISTANT
ADMINISTRATION DIVISION
RHODE ISLAND OFFICE OF THE ATTORNEY GENERAL
Paygrade 8718 (\$44,047- \$49,274)
April 2, 2021 – April 16, 2021**

About the Office: The Attorney General is the state's top lawyer and law enforcement official, protecting and serving the people and interests of Rhode Island through a broad range of duties. Every day, the Office's attorneys fight to ensure the public safety of the state's communities, improve the economic security of its citizens, safeguard the state's spectacular natural resources, and restore the public's trust in government. Assistant and Special Assistant Attorneys General represent the people of Rhode Island in civil and criminal matters before trial courts, appellate courts, and the supreme courts of Rhode Island and the United States. The Office is unique among attorneys general offices across the country. Out of fifty states, only two other offices share the same broad criminal mission. The Office's attorneys prosecute complex and violent crimes but also functionally serve as one of the nation's largest district attorney's offices, prosecuting all felonies throughout the state.

Duties / Responsibilities: This 31.5-hour position offers a unique and challenging experience for a highly motivated and independent person. The Operations Unit, services the day to day needs of the Office. The candidate is also responsible to help oversee the facilities and Reception / Switchboard area. Reliability and professionalism are a must as the unit is made up of 5 employees to service over 100,000 sq. feet of professional office space in multiple locations throughout the State and over 230 employees. These duties include, but are not limited to:

- Providing general maintenance services within all Attorney General facilities. Including but not limited to lawn care, snow removal, property cleanliness, maintaining safe accessibility for employees as well as visitors.
- Knowledgeable of various construction trades ie: Carpentry, electrical, painting, plumbing etc.
- Assisting with the oversight and management of vendors performing work for the RIAG and working closely with various state agency representative and vendors,
- Overseeing various projects from specifications to close out /completion.
- Assisting fellow employees with moving or lifting heavy objects if directed. Assisting in the oversight and management of the daily janitorial vendors.
- Assisting with the management of the switchboard and daily mail operations and providing back up when needed.
- Assisting with office vehicle maintenance.
- Becoming knowledgeable of the rules and processes of the RI Division of Purchases – MPA /contract board /MBE requirements etc. knowledgeable of creating specifications and performing project mini bids based on RI Division of Purchases guidelines
- Interacting with various state agency representative and vendors
- Assist in other related duties as assigned by the Unit Director.

Education/Experience/Special Requirements: Applicant must possess superior organizational skills, as well as the capacity to function at a high level in a demanding environment. Additionally, applicants must exhibit the ability to work in a supportive and professional manner with others. The individual must have a High school diploma or GED, 4 + years relevant experience in maintenance, extensive knowledge in a variety of mechanical systems, experience managing multiple vendors, effectively and efficiently handle both administrative and mechanical responsibilities, Strong computer skills and be able to lift at least 50 lbs. Applicant must be able to climb ladders and be comfortable around construction tools and equipment.

How to Apply: Applicants should mail (1) a cover letter (2) resume, (3) list of three references to:

Aida Crosson
Director of Administration
Office of the Attorney General
150 South Main Street, Providence, RI 02903
ACrosson@riag.ri.gov

Other Information:

The selected applicant will be subject to a background investigation including reference checks.

Equal Opportunity Employer: We are dedicated to forming a team that represents a variety of backgrounds and perspectives. All qualified applicants will receive consideration without regard to race, color, sex, religion, sexual orientation, gender identity or expression, age, national origin, disability, or covered veteran status.

If applying for position by submitting cover letter and resume via mail or email, no need to apply through online system

